



CITY OF HOUSTON

Human Resources
Department

Bill White

Mayor

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TO ALL POTENTIAL PROPOSERS Business Conduct

The City of Houston would like to take this opportunity to remind all potential proposers of our policy regarding the acceptance of gifts. In the spirit of a city government that operates in an open and highly visible manner for all to observe, an Executive Order was created a number of years ago. Executive Order 1-28 states that no city employee can accept, directly or indirectly, any benefit from any person, firm, corporate entity and their officers and employees who would be seeking or holding contracts, purchase orders or other business interest with the city. This includes gifts, gift baskets, meals, and similar sales activities.

This policy is expressly designed to ensure that all business activities between the City of Houston and its contractors and vendors will be above reproach. Your understanding and compliance with this policy will contribute to a greater trust from the citizens.

Thank you very much.

A handwritten signature in cursive script, appearing to read "C. Aldridge".

Candy Clarke Aldridge
Acting Human Resources Director